

# ERSKINE STEWART'S MELVILLE SCHOOLS



## Job Description

### Early Years Practitioner (Maternity Cover)

#### **Purpose of Job**

The Early Years Practitioner works as an effective member of the Early Years' team delivering a high quality, child centred service which meets the needs of children and their families.

#### **Accountability**

The Early Years Practitioner is directly accountable to the Nursery Class Teacher or Senior Lead Practitioner for the postholders day-to-day tasks, and through to the Head of Nursery.

#### **Authority**

The Early Years Practitioner has authority as delegated by the Nursery Class Teacher or Senior Lead Practitioner and promoted staff.

#### **Key Relationships**

The Early Years Practitioner works closely with the other staff within the department.

#### **The Post:**

#### **Key Responsibilities**

#### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

#### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

## **Community**

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

## **Learning**

- Leading a culture of challenge and support to allow every student to be the best they can.

## **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

## **Duties and Responsibilities**

### Planning

- Be actively involved in the planning and implementation of a curricular programme which meets the needs of the individual child in line with National and Local standards.
- Attend regular team meetings to review progress and contribute to short and long term planning.
- Set up challenging and stimulating indoor and outdoor learning experiences.

### Observations

- Observe and interact with children in order to support their learning. The postholder should make appropriate comments and notes on individual children's progress in line with best professional practice and relevant school policies and procedures.
- Observe children and use these observations, in consultation with the Nursery Class Teacher or Senior Lead Practitioner, to contribute to planning, delivering and recording appropriate learning experiences for the children.
- Encourage children's development through listening, talking and responding to children in a range of learning contexts.
- Provide encouragement, giving help when needed and showing appreciation of children's efforts.
- Track children's development and learning, including noting observations and identifying next steps for children which would contribute to file documentation and information for dispersal to appropriate personnel, ie, teachers, parents.

### Delivery of Early Years Service

- Be actively involved in the delivery of an effective Early Years' Service in line with school policy and procedures.
- Welcome children and parents as part of induction and support a seamless transfer to Nursery 2 or Primary 1.
- Create a warm, supportive and caring environment
- Encourage the emotional, social, physical, creative and intellectual development of the children.

- Be actively involved in all aspects of Early Learning and Childcare which meet the needs of the individual child in line with the school's duty of care.
- Communicate with the appropriate visitors on matters relating to children and families.
- Comply with the School Child Protection Guidelines.
- Safeguard the health, welfare and safety of children, in conjunction with other colleagues, through proper individual and team application of relevant documentation.
- Communicate professionally to parents/carers and share information.
- Use Individual Educational Programmes drawn up by teaching staff to inform practical work with children who have additional support needs.

### Teamwork

- Participate in all aspects of teamwork within the Nursery
- Prepare materials/resources to provide learning opportunities for children.
- Display collections of items to encourage and extend children's questions and investigations.
- Use clearing and tidying up routines with children as opportunities for adult/children interaction and children's learning.
- Maintain good health and safety standards of operational practice for the efficient and safe running of the Nursery.
- Contribute to the whole school staff discussions on a range of issues such as cultural diversity, outings, family issues, etc.
- Contribute to the learning and work experience of students on placement from various agencies.

### Continuous Professional Development

- Keep abreast of Early Years initiatives and developments and participate in continuing professional development in line with relevant school policy and procedures.
- Attend Planning Time, In-Service courses, Workshops and Conferences, as appropriate, eg, appropriate health and safety training.
- Contribute to team meetings.

### Other Tasks

- The Early Years Practitioner will undertake any other tasks as directed by the Nursery Class Teacher, Senior Lead Practitioner or other members of management within the Junior School, which may be reasonably put to them in support of the Junior School's function.
- The Early Years Practitioner must register and adhere to the Codes of Practice for Employees set out by the Scottish Social Services Council (SSSC).
- There is the option to support the Early Birds provision as part of this role and the main task will be to supervise children arriving early in the morning.

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience observing children and identifying next steps</li> <li>• Experience delivering Curriculum for Excellence – Early Level</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of child development and key documents</li> <li>• Understanding of play and ways in which this supports and develops children's learning</li> <li>• Educated to HNC level in Childcare and Education, hold the SVQ3 in Children's Care, Learning and Development (CCLD), or equivalent for registration with the SSSC</li> </ul>	
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Ability to multi-task and prioritise own workload with good attention to detail</li> <li>• Responsible and well organised</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent self and time-management skills</li> <li>• Dealing with every situation calmly and professionally</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Kind and enthusiastic person who puts the interests of the children first</li> <li>• A good team player who relates well to others</li> <li>• Boundless energy and resilience to allow challenges to be viewed as opportunities</li> <li>• Demonstrates the values of ESMS.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in child development is important.</li> </ul>

## **Development of Self and Empowerment of Others**

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Uses courage, care and curiosity to deal with conflict.

## **REMUNERATIONS AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

**The post** This is a full time, term time only, fixed term position available immediately until 25 June 2025 (subject to satisfactory pre-employment checks).

**Hours of Work** The hours of work are as follows:

- Monday 8am-3.15pm
- Tuesday and Thursday 8am-3.45pm
- Wednesday and Friday 8am-3.30pm

The postholder will be entitled to 30 minutes unpaid for lunch each day, totalling a paid working week of 35.25 hours.

There is an additional 2.5 paid hours available per week to assist with the Early Birds Provision. The hours of this are Monday to Friday, 7:30am to 8am.

**Salary** Salary will reflect qualifications and relevant experience. The salary range is salary range is £26,958 – £29,344 per annum (ESMS Early Years Practitioner Salary Scale) for 35.25 hours per week. The salary range including the additional Early Bird Assistant role is £28,245 to £30,716 per annum.

**Holiday** Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.

**Location** The postholder will be based at ESMS Junior School on the Ravelston Site.

**Eligibility** ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.

**Pension** Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

**Staff Benefits** Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on 3 October 2024. We anticipate interviews will be held week commencing 7 October 2024.**